

## 2014 BUDGET ADJUSTMENTS

Questions: 5

Date: November 13, 2013

Requested by: Ellen Schroer

Topic: Consolidated explanation of changes to Human Resources staffing

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### Question

Please provide a combined explanation of the changes planned for human resources.

### Background

In the recent past, the City has not had a single employee wholly devoted to human resources (HR). HR tasks have been performed by several different staff.

### Response

#### 2013 configuration

Primary responsibility for human resources (HR) functions at the City is currently divided between two staff members who also have significant other responsibilities:

- Executive Assistant/Sr. HR Analyst/Civil Service Commission Secretary Chief Examiner (filled by current employee) – 1.0 FTE
- Budget and Revenues Manager/HR Manager (filled by current employee) – 1.0 FTE

The positions above are funded in 2014 and represent a total of 2.0 FTE.

#### 2014 configuration

The planned transition is as follows:

- Executive Assistant/ Civil Service Commission Secretary Chief Examiner – 1.0 FTE (new position)
- HR Manager (filled by current employee) – 1.0 FTE
- Budget and Revenues Manager (filled by current employee) – 1.0 FTE

The 2014 total for this set of positions is 3.0 FTE. In separate actions, other positions are proposed to be eliminated in the 2014 budget.

From a community perspective, this transition to an Executive Assistant with a more focused set of responsibilities will provide better community access to the Executive Department, provide oversight for community service contracts, and support ongoing community and Council activities.

From an organizational perspective, the transition to a dedicated HR staff person supports the City's obligation to stay current with the rapidly-changing employment regulatory framework, assists with performance management and allows for better tracking of training and other requirements. It will also provide easier access to HR resources and promote consistency across the organization.